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| Pavilion Pirates Preschool  Baden-Powell Lodge,  Pavilion Road,  Off Woodhouse Lane,  Botley,  SO30 2EZ  Contact During Session:  07769177701 | ***Registered Charity:1185950***  **2001-2021**  **20 Years**  ***Registered with Ofsted***  ***Supported By***  ***small for partnership publications*** |

**5.1 Staffing**

**Policy Statement**

We provide a staffing ratio in line with the Safeguarding and Welfare Requirements of the Early Years Foundation Stage to ensure that children have sufficient individual attention and to guarantee care and education of a high quality. Our staff are appropriately qualified and we carry out checks for enhanced criminal records and barred list checks through the Disclosure and Barring Service in accordance with statutory requirements.

**Procedures**

To meet this aim, we use the following ratios of adult to children:

* Children aged two years: 1 adult :5 children:
  + at least one member of staff holds a full and relevant level 3 qualification; and
  + at least half of all other staff hold a full and relevant level 2 qualification.
* Children aged three years and over: 1 adult :8 children:
* at least one member of staff holds a full and relevant level 3 qualification; and
* at least half of all other staff hold a full and relevant level 2 qualification.
* Our Lead Practitioner deploys our staff, students and volunteers to give adequate supervision of indoor and outdoor areas, ensuring that children are within sight and hearing of staff.
* Our staff, students and volunteers inform their colleagues if they have to leave their area and tell colleagues where they are going.
* We assign each child a key person to help the child become familiar with the setting from the outset and to ensure that each child has a named member of staff with whom to form a relationship. The key person plans with parents for the child's well-being and development in the setting. The key person regularly updates the family through Tapestry observations, daily informal chats, 2 Year checks, and yearly Parents meetings, on their child's progress and offers support in guiding their development at home.
* The number of children for each key person takes into account the individual needs of the children and the capacity of the individual key person to manage their cohort.
* We hold regular staff meetings to discuss children's progress, their achievements and any difficulties that may arise from time to time.

**5.1 Staffing**

**This policy was adopted by Pavilion Pirates Preschool CIO**

**On 21.07.2021**

**Date reviewed Every two years or as required**

**Signed on behalf of the provider**

**Name and Role of Signatory Linda Noble (Trustee/NI)**

**Signed on behalf of the provider**

**Name and Role of Signatory Helen Travers (Trustee)**

**REVIEW DATE 21.07.2025**